

**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 1997 - JUNE 30, 1998**

**1. DEPARTMENT/COURT INFORMATION:**

Department/Court: Registrar of Voters

Division/Unit: Administrative Services

**2. VOLUNTEER PROGRAM BENEFITS:**

- a. **GENERAL VOLUNTEER** (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	102	Hours	774.5	x	\$ 13.74	=	\$ 10,641.63
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Types of work performed by GENERAL VOLUNTEERS in this category: Personnel/Payroll functions. Observer for the ballot counting process. General volunteers to assist with election night activities.

- b. **INSTITUTIONAL VOLUNTEER** (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.		Hours		x	\$	=	\$
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category: \_\_\_\_\_

- c. **SPECIALIZED VOLUNTEERS** (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity. These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

Position	Hours	x	VCL	=	Dollar Benefit
_____	_____	x	_____	=	\$ _____
_____	_____	x	_____	=	\$ _____
_____	_____	x	_____	=	\$ _____
_____	_____	x	_____	=	\$ _____
_____	_____	x	_____	=	\$ _____
_____	_____	x	_____	=	\$ _____

No. Vol.		Total Hours		Total Value \$	
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Types of work performed by SPECIALIZED VOLUNTEERS in this category: \_\_\_\_\_

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above).

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a:	<u>102</u>	<u>774.5</u>	<u>\$10,641.63</u>
2b:	_____	_____	\$ _____
2c:	_____	_____	\$ _____

TOTALS:	<u>102</u>	<u>774.5</u>	<u>\$ 10,641.63</u>
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3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

<u>Item Donated</u>	<u>Value</u>	<u>Item Donated</u>	<u>Value</u>
<u>Polis Rental</u>	<u>\$12,350.00</u>	<u>Pagers</u>	<u>\$30.00</u>
<u>Supply Return Fee</u>	<u>\$ 94.00</u>	_____	\$ _____
<u>Clerk/Inspec. Fee</u>	<u>\$ 140.00</u>	_____	\$ _____

TOTAL VALUE	<u>\$ 12,614.00</u>
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4. VOLUNTEER PROGRAM COSTS:

- a. Cost of Direct Supervision of Volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours	<u>55.5</u>	x	Rate	<u>\$14.04</u>	=	<u>\$ 779.22</u>
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- b. Cost of Program Coordination (total hours of program coordination times hourly rate of coordinator(s). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 30 x Rate \$14.04 =

\$ 122.41

c Other program costs (volunteer Training materials/supplies, recognition costs, etc.):

Item

Cost

Thank you gift - RDV Sipper Cups

\$341.94

Refreshments for election night

\$309.77

TOTAL OF OTHER PROGRAM COSTS

\$651.71

d. TOTAL OF VOLUNTEER PROGRAM COST =  
(add 4a, 4b, and 4c)

\$ 1,553.34

**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$10,641.63

b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$12,514.00

ADD a + b \$23,255.63

c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) (\$ 1,553.34)

TOTAL PROGRAM BENEFIT

\$21,702.29

6. **RECRUITING:**

Please describe your recruiting programs. Our primary focus is to recruit free polling sites and free poll workers (clerks/asst. inspectors/inspectors) for elections conducted by our office. We also recruit election night volunteers.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

We recruit high school seniors as part of the election night volunteer staff. They are usually from a government/civic class and receive extra credit along with community involvement of this experience.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 1998-99:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

The department has established a goal to increase the number of public facilities (vs. private homes/residences) used for polling sites. Public facilities such as schools, churches, etc. are more likely to donate the free use of their facility on election day rather than accept payment of \$25.00 which is the cost of a polling site. As in past years, the department will continue to recruit polls workers and will request donation of their services on election day in lieu of accepting payment of \$50, \$70, or \$90, for clerks, assistant inspectors and inspectors.

9. **GENERAL INFORMATION:**

Name of Person Completing Report: Ronda Levin

Phone Number: (550)694-3427 Mail Stop 034 E-Mail: \_\_\_\_\_

Volunteer Coordinator: Ronda Levin

Phone Number: (550)694-3427 Mail Stop 034 E-Mail: \_\_\_\_\_

10. **DEPARTMENT CERTIFICATION:**

  
\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

8/20/98  
\_\_\_\_\_  
DATE